Hotline
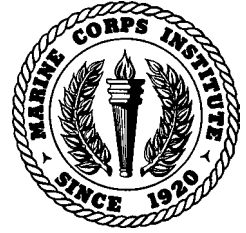
The MCI Hotline is published quarterly by MCI providing you with up-to-date information. Feedback from the Hotline identified the need to expand our distribution list. Although distribution of the Hotline goes to each RUC, many Marines do not receive important MCI updates contained in these newsletters.

Deputy Director's Corner

Happy New Year from the Marine Corps Institute. We have several important events planned in the early part of 2005. On 2 February, we will celebrate the 85th Anniversary of MCI. Since the founding by General Lejeune in 1920, MCI has helped in serving the distance education needs of Marines, Sailors, and civilian Marines throughout the world. As we begin 2005, we remain committed to providing the strong service and support that our students demand.

Congratulations to Corporal Misty Hendrickson of Marine Wing Support Squadron 473. She was selected as the FY 2004 MCI Graduate of the Year. A message announcing Corporal Hendrickson's selection as well as the names of the finalists for the award will be released soon. Congratulations again to Corporal Hendrickson and to all who were nominated for the award.

MCI will be making command visits to the major Operating Commands in the upcoming months. These visits will be combined with a team from the College of Continuing Education so that we can brief the entire scope of Distance Education. Tentative dates are 24 January to 1 February to the West Coast, 7 to 11 February for Okinawa and Iwakuni, and mid March for the East Coast.

Since 1 November 2004, students can only enroll in three MOS MCI courses and one PME course. This is a change to the old policy of five MOS enrollments and one PME course. Students who are currently enrolled in more than three courses will stay enrolled in them, but will not be able to enroll in new courses until they complete enough to get under the limit. Further details about this policy can be found in MARADMIN 487/04.

The following courses will be activated for enrollment in the near future: 3044, *Contingency Contracting;* 3503A, *Motor Transport Operator NCO;* 3525C, *Tactical Vehicle Fuel and Exhaust*; 2124G, *Armory Procedures;* and the *Fire Support Handout* job aid. See our Web site to enroll in these new courses.

In the last 3 months, our Student Services Department has answered over 10,000 phone calls; 12,000 e-mails; and processed 65,000 exams. This is in addition to enrollments, transcript requests, and walk-in traffic. My point is: we are here to assist you in any way we can, but you need to contact us. We can't solve a problem unless we know there is one.

I hope 2005 is a very successful year for you and all of your fellow Marines.

Semper Fidelis

N.B. Klaus
LtCol, USMC

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Visit Us	Building 220, Lejeune Hall, Washington Navy Yard

Student Services Department

MCI Student Services has been receiving numerous phones calls from Marines requesting to have their mailing address changed. MCI is not authorized to change or update mailing addresses for active duty Marines. In most cases, the Marine has returned from TAD to their parent command and the entry did not post correctly through the Marine Corps Total Forces System (MCTFS). The Marine's Strength Category code reflects he/she is still TAD, which causes our system to reflect the TAD address vice the Marine's parent command. All mailing addresses are pulled from MCTFS Table 1.

Logistics Section

The Logistics Section has recently completed extensive supply chain management training conducted by the Material Handling of America Corporation in an effort to provide better service to MCI customers worldwide. This course provided detailed instruction on the most effective uses of our equipment and heightened our understanding of the various methodologies regarding supply chain management.

During the last 3 months, we have processed and mailed over 100,000 MCI and PME courses to Marines throughout the world. Additionally, we have sent over 1,500 officer PME courses to the various regional coordinators throughout the country and Japan for officer seminars.

We are working day and night to improve our operation and to get course material out to you as quickly as possible.

MCI Online Web Site

The enhancement to print duplicate diplomas and certificates is now complete. Users can print their duplicate certificates/diplomas from "STUDENT ACCESS" the MCI Online Web site. In addition, you may request an official transcript of all your MCI grades online. Check out the "Hot Scoops" for more detailed information.

Three new job aids have been added online: *Fire Support Handbook*, *Embarkation*, and *AAV Crewman*. The *MCI Procedures Manual* and the *Annual Course Listing* were also recently updated and available through the MCI Web site.

During an IG inspection, units are inspected on their MCI procedures and distance professional military education (PME) procedures. The IG checklists for these areas were updated to reflect the new detailed items for the Automated Inspection Reporting System (AIRS). To download the latest IG checklists, go to MCI Online and click "IG Checklist" from the left side menu under the login. For your convenience, the PDF or MSWord versions are both provided.

We continue working to enhance MCI Online with improvements that will assist all of our users.

Distance Learning & Technologies Department (DLTD)

The Distance Learning and Technologies Department (DLTD) begins the 2nd Quarter with a few departures, a few personnel changes, and a few new faces. Despite the changes our mission remains the same, "to provide quality distance learning materials to the Operating Forces."

We would like to say, "Fair winds and following seas" to Mr. Scott Reichenbaugh. Mr. "R" was the Director of DLTD for the last 3 years. He has moved on to take over as the Director of Student Services and Support Department. We also said farewell to GySgt Larry Proctor and GySgt Richard Clawson. GySgt Proctor moved on to take over as the SNCO in charge of Ground Maintenance for Marine Barracks at 8th and I. GySgt Clawson has moved on to the 1st Marine Air Wing to continue his career. Good luck to all three of them.

We have a new boss at DLTD! Ms. Sandra Detter is now the Director of the Distance Learning and Technologies Department. Plan on seeing some changes in your MCI courses in the next couple of years, Ms. Detter has big plans for producing courses.

MCI Company continues to receive highly motivated "new joins" that are dedicated to training Marines around the world. We would like to welcome SSgt Jose Torres, GySgt Donald Knect, GySgt Jeffrey Goodfred, GySgt Robert Palechek, MSgt Franklin Dubose, 1st Lt Price-VanCleve, and Capt Aron Tver. Welcome aboard to all of the new Marines. We also welcome two new civilians, Mr. Eric Brock and Mr. Richard Kutzner.

We at DLTD continue to create innovative courses to train Marines. Some of the upcoming new and revised courses you will be able to order in the next few months are 0090, *Pistol Marksmanship*; 0357, *Javelin Missile*; 1800, *AAV RAMRS Crew Function*; 2124G, *Armory Procedures*; 3044, *Contingency Contracting*; 3420F, *Personal Finance*; 3503C, *Motor Transport*; 3525C, *Tactical Vehicle Fuel Exhaust*; 4133, *Semper Fit*; and many more. Keep an eye out for these courses to come available on MCI Online. Stand by for quality MCI courses coming downrange!

As always, MCI Company is looking for motivated SNCOs who want to make a difference by volunteering to be a course writer. We continue to have openings in all MOSs if you are interested in becoming a distance learning instructor (DLI) for the Marine Corps Institute. If you want a challenging, yet rewarding new job that offers the many benefits of working in Washington, DC, then tell your monitor today or call the MCI Company 1stSgt at 202-685-7466 or DSN 325-7466. Your work as a DLI will ensure you leave a lasting mark on the Corps!

Visit our Home Page at http://www.mci.usmc.mil